Have you lost a new employee in HRMS?

#1 Don't Panic

#2 <u>DO NOT</u> attempt to re-enter the new employee in to HRMS

#3 Send an e-mail message <u>immediately</u> to Megan Kemmerling and CC Michelle Stein (mkemme@milwaukee.gov & mstein@milwaukee.gov)

#4 The subject of the e-mail should state: HRMS New Employee Lost

#5 The body of the e-mail should contain the answers for <u>ALL</u> of the information listed below.

1. Employee ID# ~ if you wrote it down
2. Employee's full name
3. Effective Date of hire
4. Type of appointment (Regular, Temporary, Exempt, etc..)
5. Position ID#
6. Department ID#
7. Location Code #
8. Job Code # **AND** Job Title
9. Union Code #
10. Bargaining Unit #

We will notify you once the new employee's record has been retrieved and then you will be able to access it again. At this point you will need to go in to "Current Job" to verify that the information that I've entered is correct and to also finish entering the rest of the new hire data in job data.